

Date: January 6, 2014

To: Tom Bonfield, City Manager
Through: Wanda Page, Deputy City Manager
From: Ruby Hargrove-Monds, Interim Director, Human Resources Department
Subject: Recommendation For Modification to Personnel Ordinance 42-7 Annual Leave and 42-8 Sick Leave of City Code

Executive Summary

The proposed ordinance modifies vacation and sick leave accrual for employees who are required to work various hours over a work period to accomplish the mission of the City. These changes ensure that all employees earn vacation and sick leave hours according to their assigned work weeks. It also codifies leave accrual rates for sworn firefighters and police officers, which had not been included as a separate category in the last ordinance amendment in 2006. If adopted, these modifications will be implemented for the pay period beginning January 25, 2014.

Recommendation

Staff recommends the adoption of modifications to Personnel Ordinance 42-7 Annual Leave and 42-8 Sick Leave of City Code to adjust vacation and sick leave accrual rates for employees (see attachments).

Background

Currently, all exempt and non-exempt general employees and sworn police officers accrue vacation (annual) and sick leave at the same rate regardless of their assigned work week. Vacation leave is based on longevity and ranges from 3.692 hours through 7.384 hours of leave per pay period. General employees and sworn police officers earn 3.692 hours of sick leave per pay period. Sworn firefighters accrue both vacation and sick leave at one and one half times the rate of other employees. The basis for this additional accrual is that firefighters work 112 hours in a pay period compared to 75 or 80 worked by general employees and 84 worked by police officers. Meal breaks for work days over 80 are included in scheduled time.

While all general employees and police currently accrue leave at the same rates, their work schedules vary. Approximately 770 employees work 37.5 hours per week, while approximately 685 work 40 hours per week. An additional 734 employees are sworn public safety employees with special work schedules. Leave accrual rates do not always align with employee schedules, as employees who work 40-hour weeks use 8 hours of leave for each day off, while employees who work 37.5-hour weeks use only 7.5 hours per day off, and firefighters use 24 hours when taking a day off.

Issues and Analysis

Currently, employees in the first tier of service (up to three years) who work 37.5-hour weeks effectively receive 12.8 days of vacation leave per year, while employees with 40-hour weeks receive 12 days. In terms of work periods, sworn firefighters receive approximately 6 twenty-four hour periods of leave per year. Sick leave accrual and use is similarly awarded.

Adjusting leave accrual rates as proposed will better align leave accrual proportionately to hours worked per year.

Alternatives

Not modifying vacation and sick leave accrual rates will continue a practice of awarding all employees the same amount of leave regardless of the number of hours they work in a year.

Financial Impact

There is no financial impact for implementation

SDBE Summary

No SDBE requirements.

Attachment

Proposed Modifications to Sections 42-7 (Vacation Leave) and 42-8 (Sick Leave) of the City Code of Ordinances.